

# How to Sign Up for Fall Conferences

**Sign-up begins: Monday, October 9, 2017**  
**Sign-up Deadline: Wednesday, October 18 at 11:59 PM**

Parent/Teacher Conference dates and times for Bay View Middle School are as follows:

- Thursday, Oct. 19, 3:00 PM — 6:30 PM
- Tuesday, Oct. 24, 3:00 PM — 6:30 PM
- Thursday, Oct. 26, 8:00 AM — 11:30 AM

1. Click on this link to sign up: <http://www.teeso.com/hssd/home/default.cfm>
2. Enter your username and password:  
**Username:** Parent primary email address that you provided to us when updating your school information in InfoSnap.  
**Password:** hssd (case sensitive) **\*\*Note: All passwords have been reset to hssd**  
*It is strongly suggested that once you are logged in, that you change your password for confidentiality purposes. Write down your password as you will need this to sign up for Spring Conferences.*
3. Click on the “Log Me In” button  
**Note:** If your email address doesn't work, try your work or spouse's email address.
4.  **Bay View Middle School.** Make sure this box is checked.  
*(this step only applies if you have students in multiple schools using TEESO)*
5. Hover over the **BVMS** Conferences arrow to the left of the page and click on “Sign-up”
6. **Click on the teacher's name.** Scroll down to see a list of available dates and times. Decide which time and date works for you and click on “Available”.

When you are done with scheduling conferences:

- Click on “View/Print Family Schedule” at the top of the page. This will give you a confirmation schedule of your conferences.
- **Print this out** and bring with you on the night of your conference for your reference.

If you wish to **cancel or change** a conference, simply click on the current time and follow the on-line screen directions.

- In the next screen, click “Yes, Take me Off!” to release the conference date. You can now go back to the teacher's schedule to book a different time.

## **IF YOU NEED ASSISTANCE**

Please call Tanya  
at 920-662-7799  
(M-F between 9:00 am—3:30 pm)  
or  
email [BVTEESO@hssd.k12.wi.us](mailto:BVTEESO@hssd.k12.wi.us)



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